

Attendance



What are the term dates?

195 DAYS

ITEM NO: B1b Appendix 1

SOUTHAMPTON

Programme of school term and holiday dates
for the academic year 2010/2011

The School Year

Autumn Term 2010

	September (35 days)				October				November (35 days)				December						
Monday	6*	13	20	27	4	11	18	25	1*	8	15	22	29	6	13	20	27		
Tuesday		7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	
Wednesday	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	
Thursday	2	9	16	23	30	7	14	21	28	4	11	18	25	2	9	16	23	30	
Friday	3	10	17	24		1	8	15	22#	29	5	12	19	26	3	10	17#	24	31
Saturday	4	11	18	25		2	9	16	23	30	6	13	20	27	4	11	18	25	
Sunday	5	12	19	26		3	10	17	24	31	7	14	21	28	5	12	19	26	

Spring Term 2011

	January (34 days)					February				March (30 days)				April					
Monday	3	10	17	24	31	7	14	21	28*	7	14	21	28	4	11	18	25		
Tuesday	4*	11	18	25		1	8	15	22	1	8	15	22	29	5	12	19	26*	
Wednesday	5	12	19	26		2	9	16	23	2	9	16	23	30	6	13	20	27	
Thursday	6	13	20	27		3	10	17	24	3	10	17	24	31	7	14	21	28	
Friday	7	14	21	28		4	11	18#	25	4	11	18	25		1	8#	15	22	29
Saturday	1	8	15	22	29	5	12	19	26	5	12	19	26		2	9	16	23	30
Sunday	2	9	16	23	30	6	13	20	27	6	13	20	27		3	10	17	24	

Summer Term 2011

	May (23 days)					June (30 days)				July				August/September						
Monday	2	9	16	23	30	6*	13	20	27	4	11	18	25	1	8	15	22	29		
Tuesday	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30		
Wednesday	4	11	18	25		1	8	15	22	29	6	13	20	27#	3	10	17	24	31	
Thursday	5	12	19	26		2	9	16	23	30	7	14	21	28	4	11	18	25	1	
Friday	6	13	20	27#		3	10	17	24		1	8	15	22	29	5	12	19	26	2
Saturday		7	14	21	28	4	11	18	25		2	9	16	23	30	6	13	20	27	3
Sunday	1	8	15	22	29	5	12	19	26		3	10	17	24	31	7	14	21	28	4

Bank and public holidays 2010/2011

Christmas Day Holiday
Boxing Day Holiday
New Year's Day Holiday
Good Friday

27 December
28 December
03 January
22 April

Easter Monday
May Day Holiday
Spring Bank Holiday
Summer Bank Holiday

25 April
02 May
30 May
29 August

School Holidays 

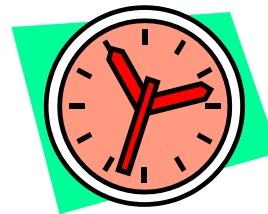
Bank holidays and national holidays 

* First day after break

Last day before break

PN/col Term Dates 2010/2011 SCC

What are the times of the school day?



Infant department: open from 8.50.

Session times:

9:00am - 12 noon

1:00pm - 3:15pm

Junior department open from 8.45.

Session times:

8:55am - 12 noon

1:00pm - 3:25pm

Does it matter if my child is late coming to school or late being collected?

All outside doors are closed at the start of the first session and the only entrance into both departments is through the main reception door. Registers are taken in the morning and afternoon sessions and close 5 minutes after the start of each session. Children who arrive after this time will be marked as late and the reason should be entered in the late book in reception. A record is kept of persistent late comers and late collections and the Educational Welfare Officer is contacted as appropriate.

What if my child is ill or has an appointment?



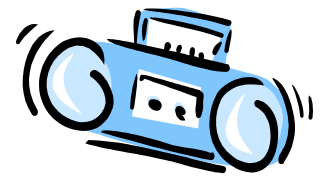
Answerphone number: 023 8039 9703

If your child is unwell and not able to go to school please could you phone us on the answering machine and leave a message, telling us the name of your child and which is their class or base. Please could you let us know each day they are off school sick. A letter of explanation will be needed on their return to school.

A letter needs to be sent into school prior to an absence due to a visit to the dentist/doctor etc.

All children need to be signed out of and into school outside of the normal school session times.

What happens if the school has to close unexpectedly?



In the event of the school being closed due to unforeseen circumstances, this information will be broadcast on local radio stations. There will also be a recorded message on our answer machine: **02380 399703**.

The school will endeavour to contact all parents through the mobile texting system, 'Call Parent'.



What if we need to take a holiday in term time?

Although we understand that parents may wish to take occasional days of holiday that fall within the term dates, we would ask you to restrict the number you take. Requests to take time off during school time, including odd days or holiday requires a holiday form to be filled in, well in advance of the dates, and handed into school. We also ask that no holiday be taken during the SATS dates as this could seriously affect your child's results. The Head teacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate. You will be notified of the decision within five days. A holiday form is included in this Handbook (page C6).

What should we do if we are moving?

Parents must put their new address in writing for the Admin staff. If you are moving out of the area and leaving school please write to tell us the anticipated last day in school.

Children will receive a bible in church if they have attended the school for at least one year.

What are the dropping off and picking up arrangements?



Start of the day:

Teachers are in the classroom 10 minutes before the start of the day. We ask that you ensure your child is in school during this time.

Infant Department children enter the school from the Reception playground.

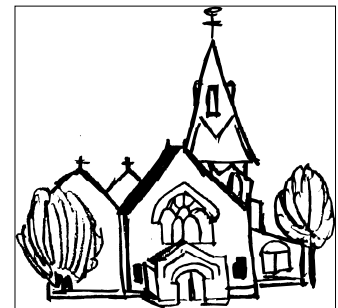
Junior Department children enter the school through their cloakroom door,

End of the day:

Infant children are dismissed into the Reception playground when staff can see a parent or guardian who is responsible for them. If someone else is meeting your child you need to complete the information chart in your child's classroom.

In the event of an emergency, please phone the school if you are going to be late.

At the end of the day children who have not been collected will wait in the reception area of their department and their names recorded. Persistent late collection will be reported to the EWO.



Church:

On Thursday the whole school meet together in church for the weekly church service. Parents need to come into the church to collect their child(ren). Older children are allowed to leave the church on their own if this is the normal arrangement. A member of staff remains with uncollected children and if necessary will take them to their department for safety.

Parking:

Parking near the school is very restricted so you need to park in a nearby road and walk to each school department entrance.

Do not park directly outside the entrances of either department. It is not safe for children using these entrances at the start and end of the day if there are moving vehicles by the gates.

Please note that there is no parking in the church centre for school cars.

Mobile Phones: Parent and Pupil

Emergency Mobile Phone

Agreement can be requested

through application to the head

teacher. In principle mobile phones

are not allowed in school.

Does the school have a School Travel Plan?

The 'Travelling to School Initiative' states that all schools should have a travel plan by 2010. Highfield CE Primary School Travel Plan was written in 2006 and by regular monitoring, we have enthusiastically adhered to the aim of making the school journey and school environment safer and healthier for pupils, staff and visitors, by emphasising walking, public transport and cycling as better modes of transport.

Southampton City Council Policy:

Southampton City Council is committed to reducing road congestion and improving the air quality and the environment via the Local Transport Plan (LTP) 2 and the School Travel Plan strategy.

The school has a Healthy School Task Group provides the school community with regular updates on the progress of the School Travel Plan and travel issues via the Update.



Walk to School Week

We encourage active participation during the Walk to School Week (usually held in May) and ask that pupils and parents try not to come to school by car—or at least park a little further away from school and walk some of the way!



Cycling to School Guidelines

The Healthy Schools Group of Highfield CE Primary School ask the co-operation of parents in a determined effort to keep pupil cyclists safe. You will realise that it is essential if accidents are to be avoided that the bicycle used by pupils should be in a thoroughly roadworthy condition and the cyclists should wear appropriate safety items.

Pupils cycling must dismount at the school gates; nobody should cycle on the school premises. Highfield CE Primary School is committed to ensuring the safety of its pupils and information on all aspects of safe cycling is available from the Road Safety team at Southampton City Council. (Pupils in Year 5 and 6 are

offered Cycling Proficiency lessons in the Summer term.)

We recommend that properly fitted helmets and fluorescent items should be worn and that items are carried in panniers or in back packs.

Parents must ensure that their child has a locking mechanism to secure their bicycle while it is on school premises. We would recommend that the bicycle is traceable through post coding and that you are fully covered on your household insurance against damage or theft.

The school cannot accept responsibility for the safe custody of bicycle left on the premises.

Scooters at School Guidelines

Scooter riders must dismount at the school gates; nobody should ride on the school premises. Parents must ensure that their child has a locking mechanism to secure the scooter to one of the racks provided while it is on school premises.

The school cannot accept responsibility for the safe custody of scooters left on the premises.

Application for leave of absence for the purposes of a family holiday

As parents you have a **legal responsibility** to ensure your child's attendance at school. Holidays should be taken **during the school holiday period**.

(Special "holiday time" deals are available at www.parentscentre.gov.uk/everylessoncounts)

Please fill in this form if you want to ask the Head teacher of your child's school to authorise a leave of absence **during term time**.

You must ask **well in advance** and you are strongly advised to request leave of absence **before** you confirm your holiday arrangements. **Under no circumstances** will absences for family holidays in term time be authorised after they have happened. If the leave of absence is unauthorised and attendance remains a concern, you may risk being issued with a **penalty notice**.

The Head teacher will consider the reasons for the request carefully, taking into account the effect on the continuity of your child's learning and your child's overall attendance rate, and then may authorise **up to five days of absence**. **The Head teacher will notify you of the decision within five days**.

Name of child:		Class/Base:	
I am applying for leave of absence for my child for the purposes of a family holiday			
from:		to:	
Number of school days:			
This holiday cannot be taken during the school holidays because:			
Has your child already had leave for a holiday in this school year? YES / NO			
If YES, please give dates and details:			
Signed:		(Parent/Carer)	Date:
<i>Please leave next section blank</i>			
Child's attendance level over the past 12 months:			
Having considered your request carefully, my decision is that leave of absence is			
Approved		The absence will be recorded as authorised	
Not approved		The absence will be recorded as unauthorised. The reasons are:	
Signed:		Date:	
The DCSF require schools to log all absences as authorised or unauthorised. Absences form part of a historical record for your child and are shown each year on their Annual report. Schools are also required to publish annually statistics on authorised and unauthorised. Absences.			